

DEPARTMENT OF CHARITABLE GAMING BINGO SESSION RECONCILIATION SUMMARY

ORGANIZATION: _____

SESSION DATE: _____

The Bingo Manager must complete and sign form within 48 hours of the bingo session. I certify this form is complete and accurate to the best of my knowledge.

Date Signed: _____

Printed Name: _____

Bingo Manager

Signature: _____

Bingo Manager

1. TOTAL ATTENDANCE THIS SESSION _____

2. BEGINNING CASH ON HAND (*change fund*) _____**RECEIPTS: (Gross receipts include all discounts and coupons)**

3. Bingo Game Paper Sales:

a. Bingo Admission Sales (Form104-A) _____

b. Bingo Floor Sales (Form104-B) _____

c. Decision Bingo Sales (Form104-C) _____

d. Total Paper Sales (Add lines 3a through 3c) _____

4. Electronic Bingo Devices (Attach computer printouts) _____

5. Instant Bingo/Seal Card Sales (Form 105) _____

6. Treasure Chest/Raffle Sales (Form 104-D) _____

7. Miscellaneous Sales (*include daubers, wands and tape*) _____

8. Total Gross Receipts for Session (Add lines 3d+ 4 + 5 + 6 + 7) _____

9. Less Discounts Given _____

10. Total Adjusted Receipts for Session (Line 8 minus Line 9) _____

11. Add Prizes Paid By Check _____

12. Total Funds To Account For (Add lines 2 + 10 + 11) _____

Information Entries:	Admission Sales	Floor Sales	Electronic Sales	Total Sales
Winner-Take-All	_____	_____	_____	_____
Lucky Seven	_____	_____	_____	_____

****The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.****

BINGO SESSION RECONCILIATION SUMMARY (Concluded)

DISBURSEMENTS: (Do not include any merchandise awarded as prizes)

13. Bingo Game Prizes: *(include only cash and checks disbursements)*
- a. Regular, Special, Jackpot Bingo Prizes _____
 - b. Winner-Take-All Prize _____
 - c. Lucky Seven Prize _____
 - d. Decision Bingo Prizes _____
 - e. Total Bingo Game Prizes *(Add lines 13a through 13d)* _____
14. Instant Bingo/Seal Cards/Instant Progressive Prizes *(Form 105)* _____
15. Treasure Chest/Raffle Prizes *(Form 104-D)* _____
16. Door Prizes
- a. Cash Prizes _____
 - b. Coupons Redeemed _____
 - c. Total Door Prizes *(Add lines 16a + 16b)* _____
17. Food For Bingo Volunteers *(include only cash disbursements)* _____
18. **Total Disbursements** *(Add lines 13e + 14 + 15 + 16c + 17)* _____

CASH RECONCILED:

19. Total Cash To Account For *(Line 12 minus Line 18)* _____
20. Ending Cash On Hand *(include change fund)* _____
21. Amount Withheld For Change Fund _____
22. Deposit To Bank *(Line 20 minus Line 21)* _____
(Attach bank validated deposit slip to this form)

OVERAGE/SHORTAGE:

23. Overage/Shortage
- Enter shortage figure if Line 19 is greater than Line 20. _____
- Enter overage figure if Line 20 is greater than Line 19. _____
- (Attach a brief explanation for variances equal or greater than \$50 to this form)*

Information Entries:	Beginning Balance	Additions	Payouts	Carry Over Balance
Treasure Chest	_____	_____	_____	_____
Instant Progressive Pot	_____	_____	_____	_____
Lucky Seven Progressive Jackpot	_____	_____	_____	_____